

**The Administration on Developmental
Disabilities (ADD)**

Creating a Legacy to Lead On

2007 Technical Assistance Institute

August 1 – 3, 2007

***The Ritz Carlton-Washington
Ritz Carlton Hotel
1150 22nd St NW
Washington, DC 20037***

REQUEST FOR PROPOSALS

FOR

PRESENTERS

**All Applications Due by 5 p.m. EST on
May 7, 2007**

2007 Institute

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TABLE OF CONTENTS

Introduction	page 3
2007 Technical Assistance Institute Summary	Page 3
2007 Proposed Topics	Page 4
Application Form	Page 5
Application Review Process	Page 7
How to Submit Your Application	Page 7

Introduction

The Administration on Developmental Disabilities (ADD) is part of the Administration for Children and Families (ACF). ACF is under Health and Human Services (HHS). These programs have similar goals. These goals are about money issues and community inclusion. And these same goals include helping families, children, individuals, and communities and the programs work with ADD to reach these goals.

Fifteen organizations received grant funding (money) through ADD. These 15 organizations created *Youth Information, Training and Resource Centers*, sometimes called YIC's. These Centers are for youth (ages 13 - 17) and emerging leaders (ages 18 - 30) with developmental disabilities. You can find out more on the web site: www.addyic.org.

2007 Institute Overview

ADD holds a meeting every year. These meetings are called Technical Assistance Institutes. They are for the people or organizations who received a grant. People share technical assistance about different topics. This year the Institute will be held August 1 – 3, 2007 at the Ritz Carlton-Washington Hotel, in Washington, D.C. The theme is “Creating a Legacy to Lead On”.

ADD's goals for the 2007 Technical Assistance Institute are to:

1. Show organizations how to support youth with developmental disabilities to achieve their personal goals.
2. Show organizations how to assist youth in transitioning into community leadership and other programs where they can make an impact.
3. Share information, resources and contacts with other organizations.
4. Help youth and emerging leaders learn about the services and programs available.
5. Show organizations how to utilize evaluation data to package themselves to educate other partners about their projects.
6. Support youth to find the information and opportunities that they need or that they are interested in.

2007 Proposed Topics

The Youth Information Centers have technical assistance needs, and we will talk about these needs at the 2007 Technical Assistance Institute. These needs are listed below as “tracks.” Organizations can send a proposal to cover a topic under one or more tracks. If you want to include a topic that you do not see, below, please let us know.

Track A: Youth and Emerging Leaders

1. How to get disabilities scholarships/internships/jobs
2. How to help youth transition when a project ends or funding runs out / educating youth about other ways to get involved and make an impact
3. Helping youth and emerging leaders return to their communities and lead training programs of their own e.g. “Train-the-trainer”

Track B: Outreach and Diversity

1. Working with schools, administration and directors
2. Making contact with youth served by school districts

Track C: Collaboration and Partnership

1. Working together with other agencies and organizations
2. Working with other Centers

Track D: Evaluation, Reporting and Resources

1. Using our evaluation data/information to promote our program

Track E: Web Development and Technology

1. Keeping websites afloat
2. Housing websites under university center projects

Track F: Educating Other Partners

1. Evaluating partnerships – when to sever relationships, when to seek new ones

Track G: Sustainability

1. How to use your resources to promote sustainability
2. What kinds of information are people looking for from us? / How do we supply that information?
3. How do we utilize data to respond to other Request for Proposals (RFP’s)
4. Resources on finding other funding opportunities

Presenter's Application Form

Main Author's Name: _____

Title and Organization Name:

Organization Address:

City/State/Zip: _____

Phone Number: _____ **Extension:** _____

E-mail Address: _____

Second Author's Name: _____

Phone Number: _____ **Extension:** _____

Title of presentation:

Description of presentation:

Presentation Type *(see descriptions below and check only one):*

☐ Seminar

☐ Think Tank Session

☐ Workshop

☐ Panel Discussion

The sessions listed below should run approximately **45 – 90 minutes** in length.

Seminars – Training sessions that provide detailed overviews of the topic.

Workshops – Training sessions that focus on participation. These sessions would also talk about challenges that the participants may have.

Panel Discussions – A group of experts will share their views on similar subjects. They will talk about what has worked for their groups/organization.

Think Tank (Brainstorming) Sessions – This session is a time to discuss a topic or barrier. You will have a chance to work as a group to find solutions.

Technical Assistance Track Category *(please check one):*

Please send a separate application for each presentation that you propose.

☐ **Youth and Emerging Leaders**

☐ **Outreach and Diversity**

☐ **Collaboration and Partnership**

☐ **Evaluation, Reporting and Resources**

☐ **Web Development and Technology**

☐ **Educating Other Partners**

☐ **Sustainability**

Application Review Process

All organizations completing the application process will be notified via e-mail that your proposal package has been received. The 2007 Technical Assistance Institute is governed by a planning committee. All proposals will be reviewed by the Institute Planning Committee. Selection of presenters will be based on the following criteria:

1. Organization shows knowledge and an understanding of the subject matter.
2. Use of accessible language
3. Overall mechanics and format
4. Relevance of the subject matter to Technical Assistance Institute participants and their needs
5. Other proposals, similar or more or less comprehensive in scale
6. Supporting and supplemental materials and handouts

We encourage ALL youth grantees (those receiving grant money) to submit proposals on subjects they feel they can speak about and have experience with.

Submission Information

Please submit one electronic copy as an MS Word or PDF attachment to the:

Technical Assistance Project Manager

Tracee Garner

T.garner@ent-s-t.com

Mail 2 hard copies and include any supplemental materials to:

ADD/RFP

c/o Enterprise Services and Technologies

912 Thayer Avenue, Suite 202

Silver Spring, MD 20910

Fax: 301- 495-3220